

**LITERACY COORDINATING COUNCIL**

**2012 Criteria for Selection Process  
OUTSTANDING LITERACY PROGRAM**

| Factors for Evaluation  | Percentage Weight | Rating |
|---|-------------------|--------|
| <b>A. Rationale for the Program</b>   | <b>15</b>         |        |
| <b>1. Planning and Development</b>  | <b>8</b>          |        |
| • Situation and Needs Analysis  |                   |        |
| > Literacy Mapping  |                   |        |
| Background information on:  |                   |        |
| – Total number of population (male/female; age; specific groups such as Indigenous People, street children, senior citizens)  | 2                 |        |
| – Socio-economic status, education profile of target group/community/beneficiaries  | 2                 |        |
| – Total number of illiterates (male/female; age; specific groups such as Indigenous People, street children, senior citizens) | 2                 |        |
| > Others (participation of stakeholders and community in designing the program design, consultation with community, etc.)     | 2                 |        |
| <b>2. Development Plan</b>  | <b>7</b>          |        |
| • Organization structure of the NGO   | 1                 |        |
| • Project Management Team/Work Force  | 1                 |        |
| • Project structure   |                   |        |
| > Goals   | 1                 |        |
| > Objectives (specific targets)   | 1                 |        |
| > Strategies  | 1                 |        |
| > Partners (LGU, private individuals, etc.)   | 1                 |        |
| > Funding (Budget)  | 1                 |        |
| <b>B. Program/Project Management and Implementation</b>   | <b>30</b>         |        |
| <b>1. Approaches/Methodology</b>  | <b>15</b>         |        |
| • Clustering of participants (IPs, adults, youth, women, differently-abled persons, senior citizens, etc.)                    | 4                 |        |
| • Support strategies (volunteer service, NGO, Civil Society, etc.)  | 3                 |        |
| • Delivery mechanisms (barangay meetings, skills enhancement, flyers, advocacy activities, individual efforts, etc.)          | 4                 |        |

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|---|-------------------|--------|
| <ul style="list-style-type: none"> <li>• Responses to needs that emerge (thru interview, incidental groupings, dyads, etc.)</li> <li>• Availability of appropriate learning materials</li> </ul>  | 4                 |        |
| <p><b>2. Monitoring and Evaluation</b></p> <ul style="list-style-type: none"> <li>• Documentation and records keeping (e.g. ocular visits, video documentation)</li> <li>• Status report (COO report/NGO report)</li> <li>• Researches/Studies undertaken</li> <li>• Publication of results</li> </ul>  | 15                |        |
| <p><b>C. Management and Leadership</b></p>  | 30                |        |
| <p><b>1. Resource Generation, Networking and Social Mobilization</b></p> <ul style="list-style-type: none"> <li>• Advocacy and social mobilization schemes</li> <li>• Budget and financial statement</li> <li>• Number of donors/benefactors, description of activities; level of participation and extent of networking</li> <li>• Database management</li> </ul>  | 15                |        |
| <p><b>2. Program Sustainability and Institutionalization</b></p> <ul style="list-style-type: none"> <li>• Sustainability and institutional policies (syncopation practices, continuing projects)</li> <li>• Track record</li> </ul>   | 5                 |        |
| <p><b>3. Leadership Qualities</b></p> <ul style="list-style-type: none"> <li>• Qualities of Leader <ul style="list-style-type: none"> <li>&gt; Competence and ability to provide clear directions (knowledge, expertise, experience)</li> <li>&gt; Interpersonal relations and teambuilding capacity</li> <li>&gt; Ability to make critical judgments and decisions</li> <li>&gt; Other skills (e.g. communication)</li> </ul> </li> <li>• Transparency and Accountability <ul style="list-style-type: none"> <li>&gt; Presence of a working board</li> <li>&gt; Presence of financial system</li> <li>&gt; Participatory decisionmaking</li> </ul> </li> </ul> | 10                |        |
| <p><b>D. Effects and Impact of the Program</b></p> <p><b>1. Actual improvement in literacy rate/Increased number of literates (75% of target)</b></p> <p><b>2. Improved economic status/Development of the community (75% of target)</b></p>  | 25                |        |

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|---|-------------------|--------|
| 3. Improvement in terms of health and nutrition, sanitation and hygiene       | 4                 |        |
| 4. Improved environmental protection program (e.g. waterways, waste disposal) | 4                 |        |
| 5. Improved peace and order conditions  | 4                 |        |
| 6. Influenced other NGOs to adopt/adapt the same program                      | 3                 |        |
| <b>TOTAL =</b>  | <b>100%</b>       |        |